

**State of Louisiana
Office of Risk Management**

2011 Regional Conferences

WHEN & WHERE

- ◆ January 19, 2011 – Crowne Plaza, Baton Rouge
 - Registration deadline – January 10th
- ◆ February 2, 2011 – Country Inn & Suites, Pineville
 - Registration deadline – January 24th

WHAT

- ◆ 1 Day Conference
- ◆ Various risk management topics. Topic descriptions can be found at <http://doa.louisiana.gov/orm/pdf/sessions.pdf>.

WHO WILL BENEFIT

- | | |
|-----------------------------|-----------------------------|
| ◆ Agency Administrators | ◆ Risk Exposure Personnel |
| ◆ Safety Professionals | ◆ Claims Handling Personnel |
| ◆ Risk Management Personnel | ◆ Human Resources Personnel |

HOW TO REGISTER

- ◆ All conference information can be found on our website, including the link to online registration, conference agenda, hotel information, and all other related information.

<http://doa.louisiana.gov/orm/conferences.htm>

- ◆ Registration must be completed and submitted online. No mailed or faxed forms will be accepted. Please visit our website for a link to the conference registration.
- ◆ A \$25.00 ticket must be purchased for each attendee.
- ◆ Registration is \$25 whether you attend the conference in whole or in part.
- ◆ No refunds will be given but substitutions can be made. Contact Dodi Langlois at (225) 342-8598 for substitutions.
- ◆ All attendees must be pre-registered by the registration deadlines listed above. Registration will not be allowed the day of the conference.

**** * Due to limited space, all attendees must be pre-registered. * ****

**** * Registration will not be allowed the day of the conference. * ****

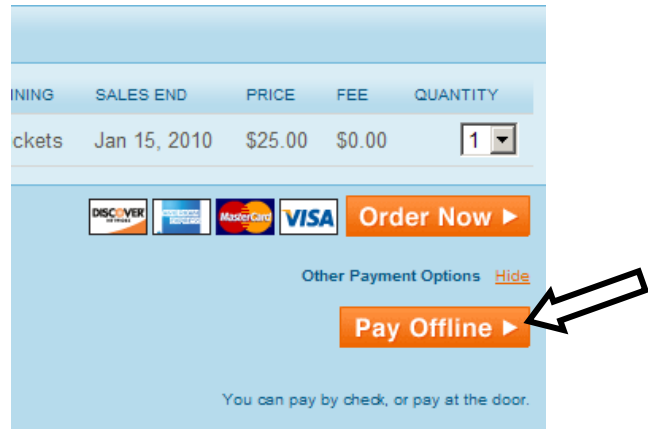
Questions??? Call Dodi Langlois at (225) 342-8598

MORE INFORMATION ON BACK ...

Payment Options

- **Pay By Check, EFT, or Inter-Agency Journal Voucher (J4)**

- Click “Show other payment options” under “Order Now”
- Click “Pay Offline”
- Complete registration
- Click “Pay By Check”
- See below for completing payment transaction



- **Complete Payment By Check**

- * Make check payable to Office of Risk Management
- * Send copy of registration confirmation with check
- * Mail check to Office of Risk Management, P.O. Box 91106, Baton Rouge, LA 70821

- **Complete Payment By EFT**

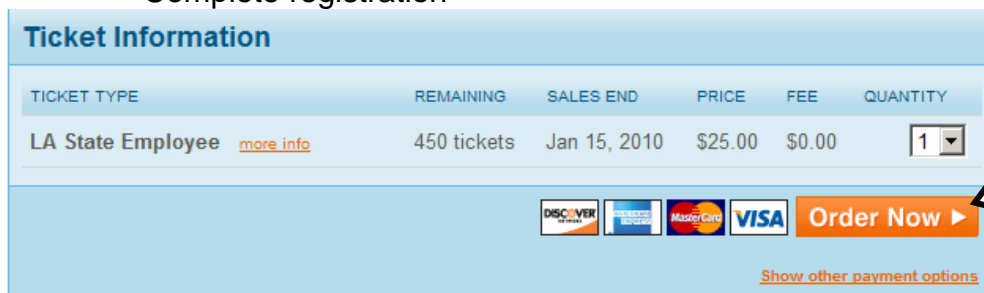
- * Transfer funds to tax id 72-1403316 00

- **Complete Payment By Inter-Agency Journal Voucher (J4)**

- * Initiate J4
- * Complete your agency's coding information
- * Include attendee's name in “Description”
- * Email J4 number to Sheila Prejean (Sheila.Prejean@la.gov)

- **Pay By Credit Card Online through EventBrite**

- Click “Order Now” next to image of credit cards
- Complete registration



NO cash will be accepted under any circumstances

**** If you are unsure which payment method to use, contact your Accounting Unit. ****